



# Fact Sheet

## E-Verify Records Retention and Disposal

On January 1, 2015, U.S. Citizenship and Immigration Services (USCIS) will begin disposing of E-Verify records that are over 10 years old in accordance with the National Archives and Records Administration (NARA) records retention and disposal schedule (N 1-566-08-7). USCIS is required to dispose of E-Verify records 10 years old and older to minimize security and privacy risks associated with U.S. Government retention of Personal Identifiable Information (PII). **Accordingly, as of January 1, 2015, USCIS will begin disposing of E-Verify case records whose last transaction occurred on or before December 31, 2004.**<sup>1</sup>

In order to retain case information, E-Verify employers may download and save the new “Historic Records Report.” **This Report will ONLY BE AVAILABLE from October 1 through December 31, 2014.**

Program Administrators may download the Historic Records Report from E-Verify. The report contains information about transactions in each E-Verify case created on or before December 31, 2004. If the employer was not using E-Verify before that date, the report will not have any case information.

Under its ongoing NARA obligation, USCIS will dispose of E-Verify records annually. On January 1, 2016, USCIS will dispose of records created on or prior to December 31, 2005 and this process will continue in subsequent years.

E-Verify recommends that employers annotate Forms I-9 with the E-Verify transaction number. Employers may want to retain the Historic Records Report with the corresponding Forms I-9.

For guidance on downloading the Historic Records Report, see the “Questions and Answers” and “[Instructions for Downloading](#)” on the E-Verify public website ([www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)).

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<sup>1</sup> USCIS may retain E-Verify records associated with an ongoing Government investigation, prosecution or litigation.